

BOARD OF RULES AND APPEALS
Instructions for Submitting an Appeal



140 West Flagler Street, Suite 1603
Miami, Fla. 33130-1563
Tel. (305)375-2901 Fax (305)375-2908

MARK AS APPLICABLE:

☐ Florida Building Code Appeal

☐ South Florida Building Code

☐ Chapter 8, Code of Miami-Dade County

APPEAL FROM DECISION OF BUILDING OFFICIAL:

Code of Miami-Dade County, Chapter 8 Section 8-4 (d) 1 Application for appeal shall be in writing and addressed to the Secretary of the Board. The Board shall have the power to affirm, modify or reverse the decision of the Building Official wherein such decision is on matters regulated by the Building Official.

Code of Miami-Dade County, Chapter 8 Section 8-4 (d) 2 The Board of Rules and Appeals may interpret the provisions of the Building Code to cover a special case if it appears that the provisions of the Building Code do not definitely cover the point raised, or that the intent of the provision is not clear, or that ambiguity exists in the wording; **but it shall have no authority to grant variance where the Building Code is clear and specific.**

The following items **must** be included in your appeal packet in order to be placed on the agenda. Your packet is due **3 weeks prior** to the next Board of Rules and Appeals meeting. An incomplete package will not be accepted for processing.

Please contact the Executive Secretary at 375-2901, Ext. 93309 to find out the date of the next meeting of the Board of Rules and Appeals.

Required:

Letter to Mr. Herminio F. Gonzalez, P.E., Secretary, Board of Rules and Appeals, 140 West Flagler Street, Suite 1603, Miami, Florida 33130 requesting to appear before the Board, specifying the nature of your appeal and the reasons for your appeal. The Building Official must be copied regarding your appeal.

Letter must include your name, address, phone number and fax number along with the following:

Project Information:

Municipality: _____

Address: _____

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Appeal Submittal Form

Project Information Continued:

Permit Number: _____

Permit Application Date: _____

Type of Construction: _____

Group of Occupancy: _____

Written documentation from the Building Official. Such documentation shall include the Building Officials explanation concerning the decision which is the basis for your appeal.

Section(s) of the Building Code that form(s) the basis of your appeal.

If your appeal involves plans, drawings or specifications, you must include two copies each.

Any other supporting documentation.

If your appeal package is more than 5 pages, you must submit an original plus 30 copies.

If you wish to include photographic evidence, you must include 30 copies of each photograph.